

**MINUTES
CITY OF FAIRVIEW
CITY COUNCIL**

March 5, 2014

Council Members

Mike Weatherby, Mayor
Dan Kreamier
Steve Prom
Steve Owen - left ~7:00 PM
Lisa Barton Mullins - arrived ~5:05 PM
Tamie Arnold - arrived ~6:20 PM
Ted Tosterud

Staff

Samantha Nelson, City Administrator
Ken Johnson, Police Chief
Allan Berry, Public Works Director
Lesla Folger, Deputy Finance Director
Devree Leymaster, City Recorder

Meeting Facilitator

Sam Imperati, J.D.

WORK SESSION – CITY COUNCIL GOAL SETTING FY2014-15

Mr. Imperati introduced himself and provided a brief background of his experience and credentials. His role this evening is to assist in facilitating the goal setting. Mr. Imperati reviewed a draft process template to assist in coming to a common process agreement. It begins at a general level and becomes more specific. The end product is a matrix to set goals, track goals, identify who is responsible, cost, update reporting frequency, etc. It becomes a living document that assists better decision making, keeps important information at the forefront, and provides a frame of reference.

Mr. Imperati noted for each section the following:

- Mission Statement – the conversation and exploration can be more important than statement. The discussion brings out where each person is.
- Vision – outline where you want to be over the next number of years i.e. 1, 5, 10, etc. provides a general plan for the direction you want to be heading.
- Values – recommend listing in alphabetical order. Core values drive decisions.
- Goals – recommend listing in alphabetical order. Goals should support the core values.
- Tasks – identify specific action items and projects for each goal; include a method for measurement.

Mayor Weatherby commented he would want a mission statement only if it is unique and not generic. In reviewing old goals, some were not accomplished within the year; projects that were thought to be done were not. Would like to identify what happened; why not successful.

Councilor Tosterud noted he is familiar with the concept presented. Develop a mission, a vision, determine values and make goals that support the values and tasks that enforce and help achieve the goals.

Councilor Owen proposed focusing on the goals; beginning with reviewing the previous goals. A mission, vision, and value setting session could be scheduled for a separate work session.

Councilor Kreamier agreed, focus on goal setting and reviewing past goals; schedule mission, vision, and value exploration for another time.

Council President Barton Mullins agreed the mission, vision, and values should be created, but this evening may not be the best time.

Councilor Prom agreed, and proposed to begin reviewing last year's goals.

Mr. Imperati remarked going straight to goal setting works when there is a lot of unanimity. When there isn't the process can take longer than if had begun at the beginning i.e. mission statement.

Council began reviewing the prior year's list of goals and commenting on what had been completed and what is still in progress.

Economic Development

- Evaluation of economic development organizations – agreed is ongoing.
- Review and change zoning to maximize development potential – agreed is ongoing.
Council President Barton Mullins remarked when looking at vacant land need to be mindful of what it is that is wanted and what it should be zoned for; what is the forward vision.
Councilor Tosterud inquired if a zone can be changed if a developer requests it. City Administrator Nelson replied yes. There is a process through Planning Commission, but the city is proactive and supportive of these types of requests.
Councilor Kreamier requested Council be informed of these type of requests. City Administrator Nelson replied generic information can be provided. Council is the appeal board for Planning Commission. Have to be careful to protect the appeal process.
- Develop incentives for new industrial businesses and feasibility for development at Bally's location – agreed is ongoing.
- Create a full time economic development position - agreed is completed; the work by Development Analyst Erika Fitzgerald and EDAC is sufficient.

Citizen Communication

- Volunteer recognition event – agreed is an ongoing annual event.

Parks & Recreation

- Recreational sites for local youth. Goal yet to be initiated.
Councilor Owen proposed approaching Troutdale regarding a partnership with their recreation program. It should be less costly to buy into an existing program than to create one. It would also support the service sharing concept.
Councilor Kreamier and Council President Barton Mullins agreed the conversation with Troutdale should be initiated. Councilor Kreamier proposed inquiring if Councilor Arnold would like to be the lead on the project.
- Master Plan for Park Cleone and park name signs – agreed are completed.

Fiscal Responsibility

- Disposition of Pocket Parks – in progress.
Councilor Prom noted Council supported pursuing the disposition, but inquired how to force a property owner to accept. City Administrator Nelson commented there is a process that needs to be adhered to for the disposition of public property. Director Berry remarked the cost to maintain pocket parks is ~\$16,000 annually. City Administrator Nelson stated staff will present a city owned real estate, parks and land, summary at the April 2 meeting.

- Ending fund balance – in progress.

Discussion scheduled for the March 19 work session and tentative adoption scheduled for April 2.

Public Safety

- Funding for 16th police officer – in progress.

Mayor Weatherby commented he proposed pulling the EMGET officer back. The savings would be ~\$28,000 and would give Fairview a 16th officer. Partnering with the Multnomah County Sheriff Office (MCSO) may be another option. Police Chief Johnson remarked his understanding is it will be at least a few years before MCSO staffing levels necessitate looking at bringing Fairview in.

Public Works/Infrastructure

- Sidewalk and bike paths/lane improvement projects – agreed is ongoing.

Public Works Director Berry reported the sidewalk inventory and map is near completion. City receives CDBG funds every other year for sidewalk improvements. If sidewalks were to be budgeted for, would lose CDBG funding. Staff will research other grant options.

- Curbs and sidewalks in old town – agreed are ongoing.

Councilor Kreamier inquired how the sections are prioritized. Director Berry replied it is a spider-web effect moving out from the parks and schools. CDBG funding supports improving connectivity to these sites. Moving forward Council will be able to review the inventory/needs map.

- Proactive sidewalk repair compliance and enforcement – agreed is ongoing.

Director Berry reported with the phased implementation of the sidewalk program, the first set of enforcement letters requiring repairs will be sent July 1, 2014. Staff is working to identify and map sidewalks in need of repair. The intent is to break the city into zones and rotate through the zones – one per year – in a proactive manner.

- Street crossing safety; specifically 7th and Lincoln Street. Goal yet to be initiated.

Councilor Kreamier requested this goal be moved up the priority list. The corner of 7th and Lincoln is a blind corner and probably the most dangerous in the city.

- Halsey Street crosswalk – in progress.

Mayor Weatherby expressed frustration that this project keeps getting pushed back. Director Berry responded it is a county project that is being funded with the Arata Road project, which is expected to be constructed spring 2015. It is possible the county will include it with the Wood Village connection, but it is at the county's discretion.

- Flashing lights at school zones – in progress.

City Administrator Nelson remarked the lights will be installed as part of the photo radar program; the decision is pending Council approval.

In a brain storming session, Council added goals to each category for future consideration and prioritization.

Economic Development

Councilor Kreamier

- Create a Halsey Street corridor. Work with Wood Village, Troutdale, and the county.

Councilor Tosterud

- Provide incentives for Providence to begin development.

Mayor Weatherby

- Research what other cities offer for incentives.

Councilor Arnold

- Explore Gresham's Garage to Storefront Program and in addition to encouraging economic development, create a plan and incentives for business retention.

Livability

Councilor Prom

- Install pet waste stations in all parks and explore current code provisions.
- Monument signs at the Village entrance, including space for Village businesses. Could rent the placement space; revenue for city.

Councilor Tosterud

- Post the regulations to clean up pet waste in the parks.

Council President Barton Mullins

- Install recycling containers in the parks.
- Enhance and update city signage.
- Research free or low cost city-wide Wi-Fi access.

Mayor Weatherby

- Install neighborhood entrance signs to old town (6).

Councilor Arnold

- Include a community needs assessment in the comprehensive plan. The county should be a good resource for the majority of information.
- Explore a non-smoking policy in public places.
- Develop healthy city events.
- Explore healthy children summit.
- Include "Healthy City" in the branding, marketing of Fairview...vibrant, active, healthy, safe city. Possibly incorporate in the vision and value statements.
- Include youth in advisory committees; actively engage youth i.e. PRAC.
City Administrator commented Council could hold a meeting at a local school; engage the youth in an atmosphere familiar to them. More likely to respond and participate.

Citizen Communication

Councilor Arnold

- Publish user friendly budget message
- Include Facebook/Twitter social marketing in continuing outreach and communication with citizens.

Parks/Rec

Councilor Kreamier

- Increase activities for kids, more to do, in larger parks.
Council President Barton Mullins remarked PRAC will be working on Lake Shore improvements next, which may include play equipment. Councilor Owen proposed checking with neighborhood associations regarding play equipment at Lake Shore; previously did not want play equipment.

Councilor Arnold

- Explore creating an edible park i.e. fruit trees, etc., citizens could pick from.
- List parks on the Kaboom website and link to the city website.
- Explore an IGA with RSD for reciprocal facility use.
- Create walking maps; identify trails and connections.

Councilor Prom

- If fish stocking at Salish Ponds resumes, explore requiring a local fishing license; potential restrictions. Director Berry commented stocking will not begin again until a detailed stocking plan is agreed upon with ODFW. So far ODFW is not responding to staff requests to meet and discuss. Councilor Kreamier commented he would support not stocking the pond if the cost/benefit ratio is not favorable. Mayor Weatherby agreed.

Fiscal Responsibility

Councilor Kreamier

- Look at options to ease the financial burden on citizens.

Councilor Arnold

- Explore options to improve the budget process; make it more transparent and understandable; slow the process down for a longer more involved review.

Councilor Owen noted that the budget review process is a more streamlined process, in part, because of the reoccurring council/budget committee members who are familiar with the process. Councilor Arnold replied one member last year confided they did not understand the process or budget. Councilor Owen responded it is a shared responsibility; staff to provide the information and answers to questions, and the member to be engaged and seek answers if they don't understand.

Councilor Arnold noted some may be intimidated by the process and overwhelming information, and reluctant to ask questions. Councilor Owen commented staff communicates with the committee prior to the meeting and staff is available to meet for pre-budget meetings.

Administrator Nelson noted pre-budget meetings are always offered and are rarely taken up on. Councilor Kreamier proposed a budget preview meeting.

Councilor Kreamier

- Explore partnerships with sister cities; shared services; and economy pricing.

City Administrator Nelson remarked the three cities are coordinating as much as they can and the city administrators are taking a more proactive approach in identifying potential areas of cooperation. Mayor Weatherby requested the list of potential items be provided to Council.

Public Safety

- Continue gathering information regarding MCSO .

Councilor Prom

- Increase community/neighborhood watch program.

Councilor Arnold

- Implement citizen/community policing; have a higher level of training.

Police Chief Johnson a community policing proposal was voted down by the budget committee in the past. Instead the reserve officer program was enhanced.

Public Works

No additions.

Regional Partnerships

- Evaluate and identify optimal and cost effective fire services.
- Explore alternative transit options vs. TriMet.

Internal Organization

Councilor Arnold

- Implement Continuous Quality Improvement.

Mr. Imperati inquired what the next step is for staff in this process. City Administrator Nelson replied the tasks need to be incorporated in the budget. Staff needs Council to flush out the list of tasks and identify their priorities so they can be included in the work plans with attached costs and funding options. Mayor Weatherby noted staff time and funds are limited

Mr. Imperati recommended each Councilor rank how they would allocate a \$100 to the list of tasks; can do the same for allocating time i.e. 6 months, one year, 5 years, ongoing. Staff can compile the results and present the findings to Council.

Councilor Kreamier recommend staff forward an updated spreadsheet to Council. Each Councilor prioritizes, 1 to 5, their list of 'must haves' and return to City Administrator Nelson for tallying. Councilor Prom remarked he liked the concept of allocating a \$100 as a way to weigh the importance of a task.

Mr. Imperati inquired if the results should be anonymous or shared. Councilor Owen replied they should be able to see the others scoring.

Mr. Imperati proposed circling back and working on a mission or vision statement. Councilor Arnold agreed. Need to know what the vision is to determine the best way to get where we want to be. What is it that we want to accomplish and do the goals support it.

Mr. Imperati recommended identifying measurable goals instead of categories, which is what currently exists. Mayor Weatherby remarked a mission statement has no value, if there is no substance. Councilor Tosterud commented if no mission statement, at least need a vision statement. Councilor Prom agreed in theory for the need of a vision and mission statement to focus values and goals upon, but expressed doubt that the Council could collectively come to a consensus of what they should be.

Councilor Arnold remarked last year there were no measurable goals and time references. Need identified values to drive goals and projects. Staff and advisory committees need Council vision to provide direction and focus.

Councilor Kreamier proposed creating a vision and value statements for the future. Councilor Tosterud remarked the budget drives what you can do. Need a vision and mission to identify what needs to be done and how.

Mr. Imperati summarized the next step is to work with staff to prepare a proposed game plan for how to accomplish these tasks. Be more intentional and mindful of how and when it will be done.

Council President Barton Mullins moved to adjourn the meeting and Councilor Kreamier seconded. The motion passed, and the meeting adjourned at 8:35 PM.

AYES: 6

NOES: 0

ABSTAINED: 0

A complete recording of these City Council proceedings is available by contacting the City of Fairview Administration Office, 1300 NE Village Street, Fairview, Oregon 97024.

Devree Leymaster
Devree Leymaster
City Recorder

Mike Weatherby
Mike Weatherby
Mayor

March 21, 2014
Date of Signing